

POSITION SUMMARY

This is an advanced technical position in the Division of Food Safety, Bureau of Meat Safety and Inspection which serves as a specialist in all aspects of meat processing, regulatory requirements, and inspectional procedures. This position also is responsible for all aspects of program evaluation in the Bureau including the development and implementation of a comprehensive in-plant audit system that meets the program requirements prescribed by USDA. This position is responsible for managing a meat industry sampling program that requires coordination with program inspection and technical service personnel, and agency laboratory personnel. This position, along with the Bureau Director, serves as liaison with USDA/FSIS in all program matters.

This position also serves as an expert resource in the areas of meat processing, food safety hazards and controls, regulatory requirements and inspectional procedures. This requires keeping abreast of current federal regulations, food safety priorities and state of the art controls that prevent food safety hazards from entering the food chain. This position assists Bureau management in the development of technical policies and regulations related to inspection procedures in the meat safety and inspection program, in addition to assisting and participating in the Bureau's training programs. This position also performs outreach to the consuming public, including the news media, and to other agencies regarding meat processing, meat safety, and food defense issues.

GOALS AND WORKER ACTIVITIES:

40% GOAL A: Development and implementation of a comprehensive program evaluation system to monitor and measure specific meat safety program benchmarks. (IMPACT: Ensuring industry is providing safe, wholesome, properly labeled food productions is the primary goal of the Meat Safety and Inspection Bureau. Data collection, analysis, and evaluation of systems are the essential elements to attain this goal).

- A.1 Develop and implement a program evaluation system, including performance measurements based on FSIS requirements and food safety needs of the consumer.
- A.2 Analyze data from program evaluation activities and propose to the Bureau's program managers ways to improve the delivery of meat safety inspection services to industry while meeting Federal program requirements.
- A.3 Conduct in-plant assessments and provide feedback to the Bureau management staff on the overall adequacy of establishment compliance with regulatory requirements.
- A.4 Utilizing knowledge of food systems and related scientific research, provide information and education to industry personnel that enables them to develop, operate, and/or improve their in-plant food safety control systems.
- A.5 During assessments, provide training and counsel to inspectors and industry that enable them to identify food safety hazards, assess the risk of the hazards, and identify production control methods to reduce or eliminate the risk of the hazards occurring.
- A.6 In concert with each of the Bureau Section Chiefs, coordinate and compile the necessary information for the annual program self-assessment submitted to FSIS. Create and maintain communications with the FSIS review branch to stay abreast of current expectations.
- A.7 Evaluate program progress in meeting objectives. Make recommendations to management regarding measurable parameters and performance measurements to determine progress towards long-term and short-term program objectives.
- A.8 Analyze data from records on program evaluation activities and propose changes to program evaluation systems in the Bureau.

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- A.9 Prepare reports as required, including quantitative or statistical analyses, on case load/outcomes, food system evaluations, industry trends, etc.
- A10. Perform other technical activities as requested or appropriate, including: maintain effective record-keeping systems, respond to inquiries (e.g., USDA/FDA, agency staff), etc.

15% GOAL B Development and/or revision of policies and procedures related to the inspection of meat processing activities. (IMPACT: Guidance and technical assistance to inspectors to verify that meat establishments comply with regulations related to the identification and control of meat safety hazards including: use of restricted ingredients, cooking and cooling, or other meat processing activities that impact the safety, wholesomeness, or proper labeling of meat food products.)

- B.1 Advise and assist the administrative staff in the development or revision of procedures, policies or strategies related to the inspection of meat processing.
- B.2 Provide communications to the field staff on proper interpretation and implementation of Division's technical policies, procedures or strategies.
- B.3 Conduct in-plant evaluations to determine the effectiveness of new processing inspection procedures.
- B.4 Keep abreast of USDA/FSIS most current policies, directives, or strategies used to ensure food safety and achieve regulatory compliance.

15% GOAL C: Research, development and/or presentation of information and training to Division of Food Safety field staff, local health department staffs, and industry personnel. (IMPACT: As the products, manufacturing processes, and distribution methods in the meat industry become more complex and diverse, understanding these advances to ensure product safety is not compromised is increasingly important and difficult. Ensure awareness on the effects of these changes on the safety of the products, the regulatory requirements and the inspectional procedures.)

- C.1 Assist the technical services section in the development of educational and training methods and materials.
- C.2 Assist in the presentation of training seminars to Division of Food Safety inspection staff, local health department staffs, and food and meat industry personnel.
- C.3 Conduct research and review of technical literature, laws, regulations, and food product standards as necessary to make training accurate, thorough, and current.
- C.4 Meet with and/or advise equipment dealers and processors in the food and meat industries to provide them with the information necessary to comply with state food laws and regulations.
- C.5 Assist the section chief in evaluating the effectiveness of training provided and provide recommendations for improvement.

15% GOAL D: Development, coordination, implementation, and evaluation of the meat sample program regarding the collection and reporting procedures in the Bureau of Meat Safety and Inspection. (IMPACT: An annual sampling program is designed to satisfy FSIS expectations and to provide information on the safety of the meat products produced by licensed establishments.)

- D.1 Responsible for managing the meat sampling program, including coordination with the agency laboratory.

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- D.2 Research sampling programs in other states, at local levels, etc. to identify best practices evaluate whether these practices meet FSIS expectations. Discuss findings with management staff and advise them on appropriate actions.
- D.3 Collaborate with the Technical Services Section to develop an annual sampling program for the Bureau that meets both FSIS expectations and program food safety priorities.
- D.4 Maintain a sampling result data-base and provide on-going feedback to the technical services section on sample program performance.
- D.5 Evaluate results of microbiological and chemical analyses performed on meat industry samples (meat products, food-contact surfaces, and/or processing plant environment). Advise staff on implications of results and appropriate actions to be taken.
- D.6 Summarize and evaluate sampling results. Gather and distribute information pertaining to sample program based on this evaluation.
- D.7 Evaluate overall program effectiveness, preparing regular status reports for review with management staff. Recommend necessary modifications in reports and lead their implementation as approved by management staff.

10% GOAL E: Assistance is given to the implementation and management of a statewide program for formulation approval and label audits. (**IMPACT:** Review and approval of product formulations in the meat program assures that the formulae for meat products processed in licensed meat processing establishments comply with regulatory requirements. Label audits assure food products will be properly and uniformly labeled in accordance with state and federal laws and regulations.)

- E.1 Be an expert resource for the consultants, industry, and inspection staff on the regulatory requirements for formulae and labels submitted for approval.
- E.2 When necessary, evaluate formulae approved by the Meat Safety Consultants to assure they are accurate and comply with regulatory requirements.
- E.3 Communicate the results of label audits to appropriate industry and Food Safety Division personnel. Communicate effectively in both a verbal and written form.

5% GOAL F: Coordinate and/or direct follow up to emergencies involving the commercial food supply. (**IMPACT:** When emergencies occur which involve the commercial food supply the primary objective is to ensure unsafe food is removed from commercial food channels and the public is informed about any potential danger. Problem identification and corrective action must be implemented in a manner which is expedient, thorough, accurate, and well coordinated.)

- F.1 Compile information about reported or alleged food emergencies.
- F.2 Evaluate information, including performing research, to determine the potential risk of the emergency as reported. Apply scientific and technical knowledge of food risks and surveillance methods to assess the current food emergency.
- F.3 Assist in developing a plan for appropriate follow up of the emergency. (Depending on the type and degree of the problem this activity may range from casual informational, consultative contacts for a small, relatively simple problem to convening a panel of experts to formally assess a large, unique, or complex food emergency.)
- F.4 Perform or direct responsibilities as assigned in the follow up plan (e.g., conduct illness or injury investigation tasks, collect data using established epidemiology procedures, identify factors or incidents implicating food, mitigate food-related illness via public awareness programs, etc.)

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- F.5 Log activities during the follow up and prepare a report when completed, including recommendations for improvement in the food production, processing, distribution system and/or the follow up system.
- F.6 As the Bureau standards specialist, evaluate staff response to food emergencies and provide feedback (both positive and areas needing improvement) to staff and managers.
- F.7 Provide assistance to the Department Emergency Management staff and be the primary contact from the Bureau for Emergency Management issues.

POSITION DESCRIPTION - PART B

I. KNOWLEDGE AND SKILLS REQUIRED:

- A. Extensive knowledge of all aspects of meat processing, food safety hazards, food safety control systems, labeling, and regulations governing the meat processing industry.
- B. Considerable knowledge of the microbial, chemical, or physical hazards that can threaten the safety of meat products.
- C. Considerable knowledge of food safety control systems and the scientific principles associated with these systems and related sanitation processes.
- D. Comprehensive knowledge of program planning and evaluation.
- E. Ability to analyze data and present information and reports from the data in a logical and organized manner.
- F. Advanced skills and ability to communicate effectively and to teach the regulatory requirements, food safety, and technical aspects of meat inspection and meat processing to inspection staff, industry personnel and the consuming public.
- G. This position requires very sound judgment and decision-making, advanced problem identification and problem solving skills, and works well with a wide range of people inside and outside the Bureau.
- H. This position requires some knowledge of food processing facility maintenance, chemicals approved for food and sanitation purposes, and sanitary requirements for equipment approved for processing.
- I. Some basic mathematic skills are required to determine the accuracy of product formulations and laboratory sampling results. This position requires considerable skill in public relations, as one has to deal with all levels of the meat industry, other agency employees, and consuming public.
- J. One must have the ability to make classroom presentations and prepare items for the news media.

II. PERSONAL CONTACTS AND THEIR PURPOSE

- A. **Section Chief for Technical Services and Bureau Director:** The purpose is to establish work priorities and schedules and to review work products. The contacts are consultative, instructive, and cooperative in nature. Contacts occur on a daily basis and last from a few minutes to an hour.

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- B. **Co-workers in the Bureau and Division:** The purpose is to coordinate the position's activities with those of other bureau and division staff. Contacts with other staff will be used to identify common needs for information or resources and to coordinate and collaborate in work effort whenever possible. Contacts are informational, coordinative and informal in nature. Contacts occur on a daily basis and last from a few minutes to several hours.
- C. **Co-workers in the Department:** The purpose is to coordinate the position's activities with counter-parts in other divisions. Contacts are made primarily to coordinate and collaborate on training, public information, and food emergency follow up. Contacts are informational, coordinative, and informal in nature. Contacts occur almost daily and normally last from a few minutes to an hour.
- D. **Program Participants:** The purpose is to provide specialized information to people who are affected by the bureau's programs. These contacts provide both technical and general information to individuals and businesses that are involved with the meat inspection program. The contacts range from friendly and informative to hostile. Considerable tact is required. Many contacts are made by telephone and last from a few minutes to an hour.
- E. **Other State and Federal Agencies:** The purpose is to coordinate, collaborate, and communicate with other agencies that have similar and/or equal interest in the performance of the Bureau and the achievement of food safety goals. Contacts occur sporadically and may last from a few minutes to several hours.

III. **DISCRETION AND ACCOUNTABILITY**

- A. This position reports to the Section Chief of Technical Services and the Bureau Director in the Bureau of Meat Safety and Inspection in the Division of Food Safety. Objectives are set by the department's management process. This procedure requires that the incumbent meet regularly and at a minimum of quarterly with the Director of Technical Services and the Bureau Director to establish and review progress in attaining annual program objectives.
- B. This position performs a variety of technical duties with minimal supervision. The employee:
 - 1. Consults primarily with the Section Chief of Technical Service and the Bureau Director, but also consults with the division administrator, other bureau section chiefs, division supervisor and the inspection staff, industry management, university personnel, the media, and staffs of other local, state, and federal agencies.
 - 2. Organizes information and writes informational correspondence, develops and delivers training, and prepares and distributes public information.
 - 3. Establishes his/her own work schedule within the framework of program needs and special project assignments.

IV. **PHYSICAL DEMANDS:**

This position requires no unusual physical demands other than occasional trips to meat plants and construction sites when the usual hazards of cold, slippery floors, or falling objects may be encountered.

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V. WORKING ENVIRONMENT:

This position is primarily located in the field. Food safety assessments and presentations of training to staff or program information to industry and the public require some travel ($\leq 80\%$ -- see IV above).

SPECIAL REQUIREMENTS:

1. Routine travel throughout the state is required.
2. Valid Wisconsin driver's license.
3. Food Scientists are required to obtain one of the following: the Registered Sanitarian (R.S.) certificate; NEHA REHS/RS; or the Certified Food Safety Professional (CFSP) credential to successfully complete probation and the credential must be maintained throughout employment in this classification. At the time of application for a position, persons must be eligible to take at least one of these exams.

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